

Bulletin detail

Bulletin history

Attachments

Forms

Req template: New Exam Bulletin

Job posting preview eLink history

Bulletin details DEPUTY
COMPLIANCE OFFICER
EMPLOYMENT INVESTIGATIONS

Bulletin status Open

Item Number 1681 DEPUTY COMPLIANCE OFFICER

Position Title DEPUTY COMPLIANCE OFFICER EMPLOYMENT INVESTIGATIONS

Requirements Selection Requirements: A Bachelor's Degree from an accredited college or university AND Two (2) years of experience conducting administrative and/or employment investigations; and preparing comprehensive investigative reports.

Department Human Resources Countywide Exams

Bulletin Number 2780BR

Analyst Hernandez, Luz (213-974-2313)

Manager Uraizee, Rehana ((213) 738-2007)

Number of Vacancies 1

Positions Remaining 1

Exam Number 162

Allow Reapplies Yes

Job Type Officials and Administrators

Job Field Human Resources

Type of Recruitment Open Competitive Job Opportunity

Job Opportunity Information **Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

Veterans Preference Credit: Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or in a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

Sourcing Strategy

Additional Title

Rebulletin Information

Filing Information Open Continuous

Filing Start Date 28-Nov-2011**Filing End Date****Filing End Time****Salary Type** Monthly**Salary Minimum** 6122.09**Salary Maximum** 8029.45**Annual Salary Range** \$80,000 - \$100,000**Special Salary Information****Designation****Special Salary Information****Benefit Information****Designation**

Non-Represented Employees

Benefits Information**Non-Represented Employees**

- Cafeteria Benefit Plan • Defined Contribution Retirement Plan •
- Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous
- Vacation and Sick Leave Benefits • Flexible Work Schedules

Position/Program Information

Positions allocable to this class report to a Senior Deputy Compliance Officer and are distinguished by their responsibility for assisting in the administration and implementation of diversity, equal opportunity, and civil rights-related programs. Incumbents perform at a professional level and have considerable program knowledge in the application of program rules, regulations, and applicable laws. Deputy Compliance Officers prioritize the use of resources to ensure departmental program compliance by providing operating departments with advice and assistance on program matters. Under general direction, incumbents develop comprehensive programs, investigate critical issues, evaluate effectiveness of programs, and report to management concerning identified problem areas. Incumbents consult and work closely with County departments, agencies, and other governmental jurisdictions on matters involving the County's diversity, equal opportunity, and civil rights-related programs. Incumbents also provide operating departments with advice and assistance on diversity program matters.

Essential Job Functions

Investigates complaints of employment discrimination, harassment, retaliation and equity issues based on the County Policy of Equity; monitors the effectiveness of the County's Employment Discrimination Complaint Process; advises and consults with departments concerning all aspects of employment discrimination complaints and violations, and on appropriate disciplinary actions; evaluates and refers employment discrimination complaints for mediation to the County's Dispute Resolution Mediation Section; assists departments in responding to complaints of discrimination, harassment, retaliation and equity issues based on the County Policy of Equity filed with external civil rights agencies such as the U.S. Equal Employment Opportunity Commission (EEOC), the Department of Fair Employment and Housing (FEHA), and/or the Department of Justice (DOJ); and testifies before the Civil Service Commission and/or court on investigated cases.

Physical Class Designation 2

Physical Class **Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Safety Position Designation

Safety Position Requirements

License(s) Required A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Certificate(s) Required

Shift Day

Special Requirement Information In order to receive credit for Bachelor's, Master Degree, or Juris Doctorate you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application.

Desirable Qualifications A Juris Doctorate from an accredited college or university.

Accreditation Information Designation Yes

Accreditation Information **Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Special Information The Deputy Compliance Officer is a sensitive position. Prior to appointment, a candidate must **successfully complete** a thorough background investigation. Disqualifying factors include any felony convictions; job-related misdemeanor convictions; serious traffic convictions or pattern of traffic violations; poor credit history; poor employment history; and substance abuse.

Examination Content This examination will consist of THREE (3) parts: written test weighted 30%, writing exercise weighted 35%, and a structured interview weighted 35%.

PART 1: A written multiple choice test weighted at 30%. The written test will consist of two (2) sections.

Section 1: A Broad-Based Employment Skills Test (B-BEST), which consists of written expression, data analysis & decision-making, and reading comprehension.

Section 2: A Computerized Work Styles Assessment (WSA) designed to assess job-related competencies such as deductive reasoning ability, professional potential, achievement, influence, independence, confidence and optimism, and reliability. There are no study guides or reading materials available to help prepare you for this type of test.

In accordance with the Civil Service Rule 7.19, the Written test material is standardized and copyrighted; and therefore, not subject to review. In addition, requests for hand scoring for this examination will not be granted.

Candidates that have taken any identical written test part(s) for other exams (i.e. Management Analyst, Contracts Exam No. 147; Administrative Service Manager I Exam No. 73; Administrative Service Manager II Exam No 72; Administrative Service Manager I, Contracts Exam No. 140; Administrative Service Manager II, Contracts Exam No. 148; or Information Technology Manager I Exam No. 168) within the last twelve (12) months, will have their written test responses for the identical test part(s) automatically transferred to this examination UPON ACCEPTANCE OF THEIR APPLICATION.

Candidates must achieve a score of 70% or higher to proceed to the next part of this examination.

Part 2: A writing assessment to demonstrate writing ability, analytical and decision-making ability, interview skills, and case analysis weighted 35%. Only those candidates who will achieve a minimum score of 70% on the writing assessment will proceed to Part 3 of the examination.

Part 3: A structured interview to assess interviewing skills, investigative techniques, employment laws, communication and interpersonal skills, analytical and decision making ability and other work skills weighted 35%.

ALL NOTIFICATIONS (e.g. Notice Interview Admittance Letter. Notice of Non-Acceptable, etc.) WILL BE MAILED VIA UNITED STATES POSTAL SERVICE (USPS).

CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70 PERCENT OR HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.

Vacancy Information The eligible list resulting from this examination will be used to fill vacancies in the County of Los Angeles, Department of Human Resources.

Exam Analyst Phone Number (213) 974-2313

Alternate Exam Unit Contact
Number (213) 893-7816

Exam Analyst Fax Number (213) 680-5824

Exam Costs

Eligibility Information The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

Application and Filing Information Applicants are required to submit a standard Los Angeles County Employment Application online to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of on-line applications, although resumes may be uploaded as attachments to on-line applications.

All applicants **MUST** complete the filing process **ON-LINE** (via electronic submission). Applications will not be accepted by mail, e-mail, fax, or in person.

TO APPLY ONLINE, CLICK ON THE LINK ABOVE OR BELOW THIS BULLETIN THAT READS, APPLY TO JOB SO YOU CAN APPLY ONLINE AND TRACK THE STATUS OF YOUR APPLICATION AND GET NOTIFIED OF YOUR PROGRESS BY E-MAIL.

APPLICANTS MAY UPLOAD THE REQUIRED OR ADDITIONAL DOCUMENTS (i.e.official transcripts, diploma, etc.) AS ATTACHMENT(S) TO THEIR ONLINE APPLICATION AT THE TIME OF FILING. IF YOU ARE NOT ABLE TO UPLOAD THE REQUIRED/ ADDITIONAL DOCUMENTS AT THE TIME OF FILING, YOU MAY EMAIL THE EXAM ANALYST AT LHERNANDEZ@HR.LACOUNTY.GOV WITHIN FIVE (5) DAYS FROM THE DATE OF YOUR ONLINE APPLICATION SUBMISSION TO REQUEST ASSISTANCE. PLEASE INCLUDE THE EXAM NUMBER AND EXAM TITLE.

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Fill out the application completely and correctly to receive full credit for any related education and job experience.

A) In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned.

B) For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned.

FAILURE TO PROVIDE THE COMPLETE INFORMATION INCLUDING THE NAME(S) AND ADDRESS(ES) OF YOUR EMPLOYER(S); YOUR JOB TITLE(S); BEGINNING AND ENDING DATES; THE FUNCTIONS PERFORMED INCLUDING A DESCRIPTION OF YOUR ROLE, LEVEL OF INVOLVEMENT, INDEPENDENCE, AND INFORMATION ABOUT THE SIZE, COMPLEXITY AND LEVEL OF ACCOUNTABILITY SURROUNDING YOUR EXPERIENCE MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.

APPLICANTS MUST COMPLETE AND SUBMIT THEIR

APPLICATIONS ONLINE ON OR BEFORE THE LAST DATE OF FILING BY 5:00PM (PST).

APPLICANTS WHO SUBMITTED THEIR APPLICATIONS AFTER THE FILING PERIOD WILL BE REJECTED AND WILL NOT BE ABLE TO COMPETE IN THE EXAMINATION PROCESS.

SOCIAL SECURITY NUMBER:

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

All information supplied by applicants is subject to verification. Applications may be rejected at any stage during the selection process. We may close this examination without prior notice.

**County of Los Angeles
Information**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

ADA Coordinator Phone (213) 738-2051

Teletype Phone (800) 899-4099

Alternate Teletype Phone (800) 897-0077

California Relay Services Phone (800) 735-2922

Department Contact Name Luz Hernandez

Department Contact Phone (213) 974-2313

Department Contact Email lhernandez@hr.lacounty.gov

Education Level Bachelor

Experience Level 3 to 5 years

Executive Level Position? No

Additional Information

General Information

Advertising Cost

Agency Cost

Travel Cost

Referral Cost

Relocation Cost

PAR Information

PAR Number

Position Id

Document Id

Expiration Date

Unit

Contact Name 2

Contact Number 2

Other Information

Region

Job Specific Questions

**Push Candidate to
Supplemental Application**

Bulletin Notes

Bulletin team	Name	Dept.	Job title	Phone	Fax
	Batungbacal,	Human	Human		
	Dolly ((213) 351-6471)	Resources - CEAD	Resources Analyst I	(213) 351-6471	(213) 386-9326
	Sim, Aaron	Human	Human		
	((213) 351-6458)	Resources - CEAD	Resources Trainee	(213) 351-6458	(213) 380-3681

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for this bulletin**

Added by Hernandez, Luz (213-974-2313)

Added on 09-Aug-2011